

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

**North Region**

**155 Founders Plaza / 255 Pitkin Street  
East Hartford, CT 06108**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**OPEN TO:** State Employees  
**POSITION:** DS Supervisor of Case Management  
**POSITION #:** 00097719  
**LOCATION:** Division of Individual and Family Support - Willimantic  
**SCHEDULE:** Monday through Friday 8a – 4:30p  
**PASS DAYS:** Saturday and Sunday  
**HOURS PER PAY PERIOD:** Full-Time 80 hours  
**POSTING DATE:** June 13, 2011  
**CLOSING DATE:** June 20, 2011

**ELIGIBILITY REQUIREMENTS:** **Candidates must have applied for and passed the Developmental Services Supervisor of Case Management exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.**

**EXAMPLES OF DUTIES**

The Supervisor of Case Management is accountable for supervising 12 Case Managers or Social Workers, covering East Hartford, Willimantic and Putnam area. The supervisor schedules, assigns, oversees and reviews the work of staff, provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development on policies and standards; acts as liaison with other operating units; agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; secures information concerning latest developments and trends in intellectual disabilities and updates case managers accordingly; explains departmental programs; policies and procedures to workers, clients and the public; consults with or advises staff to consult with psychological and multi-disciplinary personnel as appropriate; observes inter-disciplinary team meetings to insure compliance with DDS policies and utilization of good team process skills; makes assessments of existing resources serving clients; provides oversight and assists with developing and processing budgets in order to collect reimbursements from Medicaid; assists in administration, monitors and audits the region's participation in federal reimbursement programs, such as Medicaid Targeted Case Management (TCM), the Medicaid Home and Community Based Waiver Program, and the Individual and Family Support Waiver program; may represent facility in any legal proceeding involving clients; performs related duties as required. Must possess considerable knowledge of the following: relevant agency policies and procedures; relevant state and federal laws, statutes and regulations; intellectual disabilities case management policies; knowledge of and ability to perform clinical assessments; social problems resulting from intellectual disabilities and methods for dealing with those problems; inter-disciplinary approach to program planning; public and private resources for persons with intellectual disabilities; relationships between facilities for persons with intellectual disabilities; community agencies, courts and health facilities. Familiarity with automated data systems; consideration interpersonal skills; considerable oral and written skills; supervisory ability.

**EXPERIENCE & TRAINING**

**General Experience:** A Bachelor's Degree and three (3) years' experience providing case management or casework services to an assigned caseload of individuals.

**Special Experience:** One (1) year of the General Experience must have been providing case management or casework services to persons with mental retardation.

**Substitutions Allowed:** A Master's Degree in counseling or psychology may be substituted for one (1) year of the General Experience. A Master's Degree in social work may be substituted for two (2) years of the General Experience. Seven (7) years' experience in the above types of employment may be substituted for the entire General Experience.

**Special Requirements:** Incumbents in this class may be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**TO APPLY:** Please complete a DDS Transfer/Promotion application (applicable to DDS employees) or a State of CT Application for Examination or Employment CT-HR-12 located at <http://das.ct.gov/employment>, including the Position # and copies of your last two performance appraisals or two letters of reference. All application materials must be received by close of business on the closing date indicated above.

**SEND APPLICATIONS TO:**

**Department of Developmental Services—North Region**  
**155 Founders Plaza / 255 Pitkin Street**  
**East Hartford, CT 06108**  
**Attn: Ms. Carol Pfeifer, Human Resources**  
**Phone: (860) 263-2618**  
**Fax: (860) 622-4967**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.